

Past Performance Questionnaire

Name and Address of Company (Offeror) being evaluated:

Title, Date, Price, and Location of project the Offeror performed:

Evaluator

Name of Evaluator:

Address:

Phone Number:

Position held or function in relation to project:

“O”	Outstanding	The Offeror’s performance met contractual requirements and exceeded many requirements to the Client’s benefit. The contractual performance was accomplished with few minor problems for which corrective actions taken by the offeror were highly effective.
“A”	Above Average	The Offeror’s performance met contractual requirements and exceeded some requirements to the Client’s benefit. The contractual performance was accomplished with some minor problems for which corrective actions taken by the offeror were effective.
“S”	Satisfactory	The Offeror’s performance met contractual requirements. The contractual performance contained some minor problems for which corrective actions taken by the offeror were satisfactory.
“U”	Unacceptable	Performance did not meet contractual requirements. The contractual performance reflected a serious problem for which the offeror has yet to identify corrective actions or the offeror’s proposed actions appear only marginally effective or were not fully implemented.

Please rate and provide any supporting information/comments for the following:

1. The quality and workmanship of the work done by the contractor.	O A S U
2. The professionalism and integrity with which the contractor conducted business.	O A S U
3. The responsiveness to your needs and expectations.	O A S U

4. The offeror's ability to manage and perform the work required for project successfully.	O A S U
5. The offeror's level of communication with you during the project. (Did they tell you exactly what was happening during the project?)	O A S U
6. The quality control of the project.	O A S U
7. Would you award another contact to the party being evaluated? If no, please explain.	Yes No
8. Was the project completed on schedule?	Yes No
9. Overall rating for this firm:	O A S U

Is there anything else you would like to add about this company?

Forms shall be e-mailed or mailed to the following addresses NO LATER THAN Thursday, July 31, 2014 at 4:30 p.m. EST.

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